



CITY OF

WEST LAFAYETTE

REQUEST FOR QUOTES

PARKING ENFORCEMENT SYSTEM

JULY 30th, 2014

**West Lafayette Police Department
711 West Navajo
West Lafayette, IN 47906
765-775-5200
www.westlafayettepd.us**

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SECTION I
NOTICE OF REQUEST FOR QUOTES

NOTICE OF REQUEST FOR QUOTES

Notice is hereby given that quotes will be received until 8:30 a.m. local time on Tuesday, August 19th 2014 at the West Lafayette Police Department located at 711 West Navajo in West Lafayette, Indiana for the provision of a Parking Enforcement System for the City.

RFQ TIMELINE

Name of the Project	Parking Enforcement System for City of West Lafayette, Indiana
Date of Issuance	Wednesday, July 30, 2014
RFQ Pre-Project Conference	On request
Deadline for Quotes Submittal	Tuesday August 19th, 2014 at 8:30 a.m., local time (To be opened by the West Lafayette Board of Public Works and Safety)
Contractor Interviews by Invitation	The Week of August 11th, 2014 (only if needed)
Recommendation for Selection	By or before August 29, 2014
Submit Proposals to:	RFQ – Parking Enforcement System Office of the Clerk-Treasurer 711 West Navajo West Lafayette, IN 47906
Method of Submittal	Accepted by Mail, Overnight Delivery, or In Person. Fax and Email proposals are not acceptable.
Contact Person, Title	Rick Walker, Code Enforcement Supervisor
E-mail Address	rlwalker@westlafayettepd.us
Phone/Fax Numbers	Phone: 765-775-5238 Fax: 765-775-5228

SECTION II INSTRUCTIONS TO CONTRACTORS

GENERAL

The City of West Lafayette, Indiana (the "City"), through its Police Department (the "Department"), is soliciting quotes from a qualified contractor for a chalk less Parking Enforcement System for the City of West Lafayette

RFQ PRE-CONFERENCE

In addition to the information contained in this RFQ, a pre-proposal meeting or site visit can be held on request by contacting Rick Walker, on or before August 11th, 2014, 4:00pm local time. The purpose of this meeting is to provide Contractors an opportunity to ask specific questions and request clarifications in order to familiarize themselves with the systems and conditions that may affect the time or cost of performance. Additionally, parking routes, current facilities and/or equipment will be available for Contractors to view.

RECEIPT OF QUOTES

A. Each submission must contain an original and six (6) copies plus one (1) compact disk containing a PDF file of the quote. **All quotes must be received by the Clerk-Treasurer's Office no later than Tuesday, August 19th, 2014 at 8:30 a.m., local time, in order to be considered. The Clerk-Treasurer's office is located at 711 West Navajo, West Lafayette, IN 47906.** All quotes received by said time will be held unopened and then taken to the Board of Public Works and Safety meeting at the Morton Community Center, Multi-Purpose Room, 222 N. Chauncey Street, West Lafayette and there be publicly opened and read aloud. Quotes sent via facsimile or email will not be accepted. If quotes are sent by mail or other delivery system, the mailing container or envelope shall be plainly marked on the outside with the notation "RFQ-PARKING ENFORCEMENT SYSTEM" **due by Tuesday, August 19th, 2014 at 8:30 a.m., local time.**

B. The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the Contractor. Similarly, the City is not responsible for, and will not open, any quote responses that are received later than the date and time stated above. Late quotes will be retained in the RFQ file, unopened. No responsibility will be attached to any person for premature opening of a quote not properly identified.

C. The City of West Lafayette reserves the right to reject any and all quotes, and to accept in whole or in part, the quotes, which, in the judgment of the proposal evaluators, are the most responsive and responsible quotes.

D. Quotes will be taken under advisement and evaluated promptly. After, and if an award is made, notification will be sent to all Contractors who submitted. Quote results will not be given over the telephone. Quotes may be withdrawn any time prior to the scheduled closing time for receipt of quotes; no quotes may be modified or withdrawn for a period of 120 calendar days thereafter.

E. Pursuant to Indiana Code 5-22-16.5-13 each submission must include an executed certification that the Contractor does not engage in Investment Activities in Iran in a form substantially similar to the format set forth in Attachment "B".

F. This RFQ does not commit the City to make an award, nor will the City pay any costs incurred in the preparation and submission of quotes, or costs incurred in making necessary studies for the preparation of quotes.

ADDENDA

Any matter of this RFQ that requires explanation or interpretation must be inquired into by the Contractor in writing by Monday, August 11th, 2014 at 12:00 p.m., local time. FAX or E-MAIL all questions to Rick Walker (765-775-5228 FAX or rlwalker@westlafayettepd.us). Any and all questions will be responded to in the form of written addenda to all Contractors. All addenda received shall become a part of this document.

IMPORTANT EXCEPTIONS TO QUOTE DOCUMENTS

The Contractor shall clearly state in the submitted quote any exceptions to, or deviations from, the quote requirements, and any exceptions to the terms and conditions of this RFQ. Such exceptions or deviations will be considered in evaluating the quotes. Any exceptions should be noted on the Signature Page. Contractors are cautioned that exceptions taken to this RFQ may cause their quotes to be rejected.

INCOMPLETE INFORMATION

Failure to complete or provide any of the information requested in this RFQ, including references, and/or additional information as indicated, may result in disqualification by reason of "non-responsiveness".

SECTION III TECHNICAL INSTRUCTIONS AND REQUIREMENTS

BACKGROUND

Situated in Tippecanoe County, West Lafayette is located in northwest Indiana, 65 miles northwest of Indianapolis and 120 miles southeast of Chicago. West Lafayette is home to Purdue University and serves approximately 37,000 permanent residents and around 40,000 temporary residents each year. The neighboring city of Lafayette offers approximately 65,000 in population and contributes to the economy and existence of the West Lafayette community. More than 54 nationalities live in West Lafayette, creating a rich cosmopolitan flavor that offers cultural events and opportunities found in cities twice our size. The City is served by a full-time Mayor, Clerk-Treasurer and a seven-member city council. Parking enforcement services operate under the authority of the West Lafayette Police Department. Parking administrative and clerical services such as ticket payments and parking appeals operate under the control of the Office the Clerk-Treasurer.

SCOPE OF WORK

It is the City's intent to enter into a contract with a highly-qualified and proven professional contractor that will provide a quality product, installation, and service of a Parking Enforcement System for the City. The City of West Lafayette seeks to deploy mobile LPR or a similar technology in parking enforcement vehicles. Such technologies will need to possess the ability to monitor and track multiple timed routes concurrently and possess the ability to record precise locations and characteristics of offending vehicles. The system should possess the ability to transfer vehicle and ticket data to the Tyler Technologies Munis software suite on the City's network. It must also transfer vehicle data into the vehicle module and parking ticket module within the Sungard Public Safety Software system used by the police department. The system will be required to have the capability and/or scalability to have additional mobile and fixed platform technologies added at a nominal cost to the City.

The City of West Lafayette is requesting quotes from qualified Contractors that possess (a) access to a quality product that fits the needs as described herein by the City of West Lafayette, (b) the ability to install such a product in a high quality, efficient manner, and (c) the ability to service and maintain the product after installation.

EXISTING OPERATIONS

The city utilizes several parking control officers who cover multiple routes in different areas of the city. A right hand drive Jeep, Interceptor Go-4 vehicle and a Kubota utility vehicle are used to drive the routes. With the exception of an integrated handheld printer/computer used to issue tickets, virtually no technology is used by the parking control officer. PCO's manually chalk vehicle tires consistent with timed routes. These routes are interwoven in and around Purdue's campus and in a densely populated section of the southern part of the City. Due to presence of local restaurants and businesses and an objective to maintain fair parking practices, special emphasis on enforcement is placed in and around the Chauncey Village area and certain "near-campus" streets and routes. Additionally, within the "near campus" neighborhoods there are 2 separate neighborhood parking zones. Neighborhood parking permits are currently issued annually from the records division of the Police department. Parking enforcement works closely with the Clerk's office regarding the monitoring and enforcement of scofflaw violations. Parking Officers manually radio scofflaw queries into dispatch who phone the Clerk's office to verify whether or not a vehicle can be "locked". Current protocol allows for a vehicle to be "wheel-locked" or "booted" after 2 or more tickets have been issued and fines have doubled. Current back-end technology involves a workstation that acts as a server to house ticket data. Handheld ticket writing devices synchronize daily with the server and a "batch process" is performed daily by the Clerk –Treasurers' office to update ticket data including scofflaw, web based information for online queries and payment.

LOGS AND NOTIFICATION

The Contractor shall maintain the following logs and provide the following notification:

- A. The Contractor shall log the installation of all equipment and shall log all equipment service and repairs.
- B. The Contractor shall meet with City as required during the term of the construction and maintenance contracts to communicate parking issues and contract compliance.

SERVICES TO BE OFFERED BY THE CONTRACTOR

- A. The Contractor shall provide an acceptable Parking Enforcement System complete with installation in accordance with the technical standards set forth in Attachment "A".
- B. The Contractor shall provide maintenance and service to the Parking Enforcement System through a Service Contract with the City of West Lafayette for a period of up to three (3) years. A proposed form of Service Contract should be submitted with the quotes. The terms and conditions of the Service Contract may be subject to further negotiations between City and Contractor.
- C. The Contractor shall have the opportunity to renew the Service Contract with the City of West Lafayette for a similar period of time, up to three (3) years within ninety (90) days before the initial service contract terminates.
- D. Due to the potential of working with sensitive and/or confidential information, the City reserves the right to conduct background checks on employees assigned to the project by their respective Contractor(s). If requested by the City, contractors should be willing to provide the necessary personal information required to complete a background check.

SECTION IV TERMS AND CONDITIONS

TERM OF CONTRACT

- A. The installation contract will terminate on or before December 31, 2014. The City and the West Lafayette Police Department must have the system fully operational by October 31, 2014.
- B. The City and the Contractor may negotiate a Service and Maintenance Contract for a period not to exceed three (3) years.
- C. Following award by the City, a Letter of Award and Contract, prepared by the City, shall be sent to the chosen Contractor. The contract must be signed by the Contractor and members of the West Lafayette Board of Public Works. Each section contained herein, any addenda and the response from the successful Contractor shall also be incorporated into the resulting agreement. Similar services may be added and pricing negotiated during the term of the contract. Assuming insurance requirements have been met, the Contractor shall be authorized to begin installation on or about October 1, 2014 or as soon thereafter as possible or negotiated. The timeline for implementation and operational functionality will be on or around October 31, 2014 or as soon thereafter as possible.
- D. No price escalation, other than stated on the Financial Quotes, will be allowed during the term of the contract. If it is mutually decided to renew beyond the initial period and the Contractor requests a price increase, the Contractor shall provide sufficient written certification and documentation to substantiate the request. Documentation shall include, but not be limited to, actual materials invoices, copies of commercial price lists, provision of appropriate indices, etc. which reflect said increases. The City reserves the right to accept or reject price increases, to negotiate more favorable terms or to terminate without cost, the future performance of the contract.

E. The Contractor chosen by the city will be required to comply with E-verify requirements and also be in full compliance with Indiana law and as approved by the West Lafayette City Attorney.

PAYMENT

Services under this contract shall be paid for upon receipt of an original invoice within thirty (30) days and after all services are provided and have been accepted by the city of West Lafayette. All payments must be approved by the West Lafayette Board of Public Works. Invoices shall be addressed as follows:

City of West Lafayette
711 West Navajo
West Lafayette, IN 47906

INSURANCE REQUIREMENTS

Each policy of insurance maintained pursuant to the following general insurance provisions of this Agreement shall comply with the following requirements:

1. Contractor shall submit with its Quote evidence of the insurance coverage specified in the agreement in the form of Certificates of Insurance.
2. Each policy shall provide for thirty (30) days prior written notice to City in the event of a cancellation, reduction, or detrimental material change in coverage or change in the named insured. Certificates of Insurance provided by Contractor shall name the City of West Lafayette, IN; its public officials, boards, councils, and employees as Additional Insured for all liability arising out of the ongoing and completed operations, (Using Form CG 2010 10 01 or Form CG2037 or its equivalent form).
3. Each policy shall be issued by insurers of recognized financial responsibility and shall be licensed or permitted to do business in the State of Indiana. The above coverages must be placed with an insurance company with an A.M. Best rating of A-:VII or better.
4. Contractor shall provide and maintain the following insurance coverages during the term of the Parking Enforcement System Agreement and shall obtain and maintain such other insurance and increase the amounts of the designated insurance coverages as City may request, subject to its availability:

Commercial General Liability (Occurrence Form)

General Aggregate (other than Prod/Ops Liability)	\$2,000,000
Product/Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury Liability	\$1,000,000
Each Occurrence	\$1,000,000

This insurance shall be considered PRIMARY insurance and any other insurance carried by the City of West Lafayette, IN will be excess and shall not contribute to any losses arising out of the vendor's work.

Workers Compensation State Statutory Limits

Employer's Liability

Bodily Injury by Accident \$100,000 each accident

Bodily Injury by Disease \$500,000 policy limit

Bodily Injury by Disease \$100,000 each employee

Umbrella Liability

Each Occurrence and Aggregate \$5,000,000

Premiums with respect to policies required of Contractor, shall be paid by Contractor and shall constitute an Operating Expense.

SECTION V METHOD OF EVALUATION

CONTRACT AWARD

Any contract award(s) made by the City of West Lafayette is (are) subject to prior approval by the West Lafayette Police Department.

Award of contract shall be made to the most responsible and responsive quote from a Contractor whose quote offers the greatest value to the City with regard to the criteria detailed and the specifications set forth herein. The City may select a Contractor based on "all or none" of the quote, on individual responses, or as is otherwise deemed to be in the best interest of the City. In essence, the City will select the solution that best serves its needs. The following is a partial list of the criteria that may be used in determination of Contractor responsibility and responsiveness.

QUOTE EVALUATION CRITERIA

In general, quotes will be evaluated based on, but not limited to, the general evaluation criteria stated below and the completeness, clarity and content of the quotes. Quotes shall include the following information:

- 1) Qualifications and Experience
 - a. Years of Experience of Contractor Personnel
 - b. Experience Summary with Public Parking Facilities
 - c. Previous or Current Contractor experiences with this Parking Enforcement System
 - d. Financial Responsibility/Stability
- 2) Customer Service
 - a. Corporate Office/Local Management
 - b. An explanation of the firm's business philosophy and methodology that will be used to accomplish the stated goals of the City for the installation program.
 - c. A discussion of the firm's training and performance standards for employees.
- 3) Proposed Plan of Installation
 - a. Time line
 - b. Methodology
 - c. Subcontractors – Preferences will be given to those employing workers or subcontractors from Tippecanoe County.
- 4) Financial
 - a. System Cost
 - b. Installation fees
 - c. Maintenance and Service Fees
- 5) Contractor Responsiveness to RFQ
 - a. Total Scope of Product and Services Offered
 - b. State of Approach and Work Plan
 - c. Responsiveness to Overall RFQ and Compliance with Submission Guidelines

Financial terms will not be the sole determining factor in the award. To determine the award, the City will use a quote evaluation method that will enable it to award a contract to the Contractor offering product, services, and experience that represents the best overall value to the City.

QUOTE EVALUATION PROCEDURES

Quotes will be evaluated individually using the evaluation criteria listed above as well as price, quality, delivery time and schedules, quantity, any exceptions taken to the quote, any warranties offered, and any other applicable measures. Evaluators will be members from the Police, and City Engineer's office and may also include appropriate members from the Clerk-Treasurer's office.

- 1) Evaluators will evaluate each quote based on their experience and judgment of how well the quotes address the City's requirements. Each prospective Contractor is assured that any quote submitted will be evaluated independently using the best available information and without any foregone conclusions.
- 2) Consideration will also be given to written clarification provided during the evaluation process and input from staff or other persons judged to have useful expertise that should be considered in a responsible, fair assessment of the relative merits of each quote.

3) Evaluators may arrange demonstrations and/or conference calls with representatives of the Contractors whose proposals are deemed to be within the "competitive range." The purpose shall be the clarification of any aspect of the quotes that are deemed to have a material bearing on arriving at a fair determination of which proposal offers the best overall value. In addition, each Contractor deemed to be within the competitive range may be invited to submit a "best and final offer" if such seems appropriate under the clarifications issued to the provisions and specifications of this solicitation.

A Contractor's submission of quotes constitutes its acceptance of this evaluation technique and its recognition and acceptance that subjective judgments will be used by the evaluators in the evaluation.

Contractor must submit an original proposal and six (6) copies plus one (1) compact disk containing a PDF file by Tuesday August 19th, 2014 by 8:30 a.m., local time to:

**RFQ – Parking Enforcement System
Attn: Office of Clerk-Treasurer
711 W. Navajo
West Lafayette, IN 47906**

ATTACHMENT A

TECHNICAL SPECIFICATIONS

**** NOTICE **** The City of West Lafayette is required by the State of Indiana to pay for products, installations, and all work done for the City only after the work has been completed. The City of West Lafayette is not permitted to pre-pay a deposit for proposed product, installations, or work to be done. Payment in full may be expected within 30 days of receipt of a contractor's bill after completion of a project. Note also that the City is exempt from all taxes.

This RFQ is for the equipment necessary for, the installation, service and maintenance thereof, and all labor and miscellaneous pertaining to said installation, service, and maintenance of a Parking Enforcement System for the City of West Lafayette.

Real-time, Wireless Handheld Enforcement System:

- ✓ The handheld enforcement system must be a completely wireless real-time system and completely automated.
- ✓ The handheld enforcement system should be certified with the enforcement system hardware and should be fully-capable of operating on a Windows Mobile (Embedded) platform.
- ✓ The system should not be a batched-based system. All information queries must be performed using wireless cellular communication and must retrieve information

in an average of three (3) seconds. This element may be required to be demonstrated by the proponent.

- ✓ The real-time enforcement system must not be web-based. The enforcement system must be running an actual application that will maintain operation regardless of communication connectivity, which will allow the officer to operate in an off-line mode.
- ✓ All data must be in a coded format to minimize communication data requirements (small data plans). In contrast, full-context systems require excessive data to fulfill communication requirements. The handheld system must be able to operate off of a monthly 2MB data plan.
- ✓ Communications must be based on a User Datagram Protocol (UDP) and not a Transmission Control Protocol (TCP) to minimize data/communication requirements. The system handles all retransmissions and will go offline in communications are not achieved allowing officers to work in an "off-line" mode.
- ✓ The handheld system must have a proven real-time interface with multiple pay-station vendors, providing real-time transactional data to the enforcement system for enforcement purposes. The enforcement interface with the pay-station must provide: pay & display, pay-by-space, pay-by-license plate, and pay- by-phone interface. The vendor is to provide a list of clients using the integrated system interface and the pay-station make/model that are currently in operation.
- ✓ The handheld device operating the enforcement system must not have a built in printer. The printer should be a separate detached device with Bluetooth capability and must be able to hold at a minimum 90 quantity tickets at an 8-inch length x 4-inch width ticket media.
- ✓ The handheld enforcement system should include an online citation payment, online citation dispute, and an online validation/permit registration system. All sub systems should interface in real-time, allowing citations to be paid and/or disputed online.
- ✓ The integrated online citation appeal/dispute system is required to have a web based, public, interface for citation appeals to help improve administrative efficiency. The web based appeal system is required to present all citation evidence (i.e. images) to support citation legitimacy. Evidence must include citation photographs, location, vehicle license plate, date & time, vehicle make, offense code, and public officer comments. The City also requires the online appeal system to possess the ability to interface with pay-station kiosks and pay-by-phone to verify payment expiration and hardware uptime. The appeal system is also required to provide an optional credit card payment system (fully PCI Compliant) for online citation payment should an appeal not be submitted.

- ✓ The wireless handheld hardware device must be a rugged device and must be minimally equipped with at least a 3.5" color QVGA display, Qwerty Keypad options, rugged 4 foot concrete drop spec, sealed IP64 validation, Mobile 6.5.3 system platform, and 3MP camera. Furthermore, the hardware device must be no greater than 6" in length, 3" in wide, and 1.3" in depth for officer convenience.
- ✓ The City requires the enforcement hardware platform to support SmartPhone functionality including: telephone, SMS text Message, email, Internet Browser and picture/video capture. SmartPhone functions must not interrupt officer operations and should be accessible within the enforcement system application.
- ✓ The handheld enforcement system will communicate in real-time with the Central Management System (meter payment information & mobile LPR vehicle enforcement system) and will be able to retrieve and display real-time plate information (paid vehicles) within three (3) seconds on the handled screen.
- ✓ Officer license plate queries must be in real-time (3-5 seconds) and must return the officer any associated vehicle information (i.e. vehicle history, any previously issued warnings, any previously issued citations, any outstanding citations, any associated permits, pay-by-phone transaction), and provide informative detail on historical transactions.
- ✓ The citation issuance process should be automated and allow the officer to issue a completed citation within 30-35 seconds. All violations should be automated by drop down menus with associated "canned" comments. Drop down menus should be customizable. The photo option should be available to the officer at any moment through the citation issuance process. Officer comments and signage inclusions should also be customizable and available on drop down menus to speed up citation issuance.
- ✓ The handheld enforcement system should have a time-limit chalking system within the parking enforcement application. The electronic chalking system will allow the enforcement officer to record a license plate, input vehicle air pressure ("valve stem") position, time limit restriction, and location information. All time limit data inputted by the enforcement officer should be available in real-time, allowing any officer to query a plate and determine if the vehicle has exceeded the time limit.
- ✓ The handheld enforcement system must also have a Full Payment & Collection Management Module, which can handle all the recording of payments for each individual ticket. Collection notices should be automated and capable of being sent automatically by the back-office. The system must have the ability to interact seamlessly with the Tyler Technologies (Munis) software suite.
- ✓ The enforcement system must provide an on and off-street enforcement reporting capability. The reporting system must cover areas of payment reconciliation, officer

productivity, supervisor operational dashboard, and revenue at a minimum. The enforcement system must have the ability to export date selected records to CSV files for Ad-Hoc reporting needs.

- ✓ The GPS coordinates from the handheld device should be visible on a “bread crumb” Central Management Mapping System, which traces last officer activity, queries, and citations issued. This system should also be expandable for pay-stations, providing real-time information on all in-field equipment (i.e. pay-station cash box, battery level, last transaction etc.).
- ✓ The handheld enforcement system must be capable of integrating with a Pay-by-Phone solution. The Pay- by-Phone system must “push” all database Pay-by-Phone transaction information to the Central Management System. The handheld enforcement system must be capable of retrieving the Pay-by-Phone status (paid or unpaid) from the Central Management System within 3-5 seconds. This will be a demonstrable feature should the City make the request. The vendor/supplier should outline two City contracts where they currently have their enforcement handheld system integrated with a Pay-by-Phone solution.
- ✓ The handheld enforcement system should have a real-time interface with mobile vehicle and stationary license plate recognition camera systems. The stationary license plate recognition camera systems must “push” all data to the Central Management System in real-time. The handheld enforcement system must be able to retrieve all relevant transaction data (paid, unpaid, hotlist, permit etc.) from the Central Management System within 3-5 seconds.
- ✓ The enforcement system must operate in a Cloud based data server environment. The City requires the proponent to provide hosting services, ensuring guaranteed performance, open system interfacing, and high-level data security of the Central Management System. The City requires the proponent to host the Central Management System in a Certified Data Warehousing Center. The Proponent is to provide a clear overview of the hosted environment (Data security, backup, redundancy, and capacity) and provide a list of (3) reference municipalities that are currently operating with the proponent in their proposed hosted cloud environment.

MOBILE LPR

The system will include two dual-camera imaging units (high-resolution cameras for license plate reading), pulsed LED illuminators, secondary cameras for overview imaging), a touch screen interface with moving map display, and two wheel imaging cameras to enforce complex permit requirements, scofflaw and overtime capabilities, back-office evidence and reporting software and a real-time wireless communication capability for transferring data between the back-office and each mobile LPR unit.

Enforcement requirements

The vehicle mounted LPR system will be used to:

- ✓ Automatically detect vehicles parked in time limited parking zones (digital tire chalking)
- ✓ The system must have the capability to display on the in-vehicle map the location of all vehicles that have been digitally tire chalked and that are due for a second pass (elapsed is over the allowed parking period)
- ✓ Enforce long term overtime parking regulations (2 days, 3 days, 4 days or 5 days)
- ✓ Find scofflaw and other wanted vehicles, and/or persons based on license plate reading and matching against lists of wanted license plate numbers.
- ✓ Enforce Residential Parking Permit (RPP) Zones
- ✓ Concurrently enforce RPP and Time limit enforcement (vehicles that are not automatically read to have a valid permit are electronically tire chalked)
- ✓ Pay by License enforcement
 - Multi-space pay station: the LPR system must be able to enforce plates entered in pay stations in near real-time of new transactions and the ability to connect to vendor database through in-vehicle application and verify ticketing.
 - Pay by phone, pay by cell and pay by application: Similar to pay station vendors, LPR system must be able to enforce plates entered into database from phone, PDA, cell phone with the ability to verify by connecting to vendor database through in-vehicle application.

Mobile LPR system

- ✓ The system must be equipped with digital high resolution LPR cameras
- ✓ The system must read license plates from vehicles on both sides of the unit. Target vehicles may be either parked or moving. The ability to read license plates of parked cars should include conventional (parallel to the curb), diagonally parked vehicles and perpendicularly parked vehicles.
- ✓ The system must be able to read across one and a half lanes.
- ✓ The system must be capable of reading vehicles that are either parallel parked or parked at 45 or 90 degrees, both on street and off-street.

- ✓ The base LPR software must be a font-independent system. Further the on-board software shall contain an OCR equivalent optimization system to improve discrimination between similar characters for the license plates in the specific country, state, or region where it is used.
- ✓ The on-board software shall have fuzzy logic matching.
- ✓ The system must provide precise position data for all reads and hits.

In Vehicle Software Application

- ✓ The system shall use a unified simple to use operator interface software (in vehicle software). This software shall incorporate all required aspects of the LPR system.
- ✓ The in-vehicle application shall provide a touch screen enabled graphical user interface.
- ✓ The manufacturer of the LPR camera shall also be the manufacturer and originator of the in-vehicle software.
- ✓ The system must be equipped with a moving map display
- ✓ The in-vehicle application shall display each read with the following information:
 - Image cut out of the license plate
 - Color context image of the vehicle
 - License plate interpretation
 - Camera identification
 - Date and timestamp
 - GPS coordinates or street address and map view of the location where the read was captured.
- ✓ The system must provide the capability to manually enter a license plate number or a Vehicle Identification Number (VIN)
- ✓ The in-vehicle application shall support the review of stored reads and hits and their associated data.
- ✓ Upon a hit, the user shall be required to accept or reject the hit. If the user rejects the hit, they can select a reject reason from a list of reasons. If the user accepts the hit, they shall be required to enforce or not enforce the hit. Should the officer enforce the hit, the system must have the same user interface as the handheld system on the touch screen onboard computer for processing the citation.
- ✓ Upon a hit, the ticket issuance system must not reside on the handheld but on the inboard computer with a seamless interface with the mobile LPR system.
- ✓ The in-vehicle software should have a real-time interface with the citation issuance central management system.
- ✓ When reviewing reads and hits, a user may search for a full or partial license plate in the database, configurable with or without OCR equivalents, to determine if a particular license plate has been captured in the system.
- ✓ The system must be able to wirelessly transmit hit data in real time once a hit is enforced in the mobile LPR system.
- ✓ The mobile vehicle enforcement system must operate in a Cloud based data server environment. The City requires the proponent to provide hosting services, ensuring guaranteed performance, open system interfacing, and high-level data security of the Central Management System. The City requires the proponent to host the Central Management System in a Certified Data Warehousing Centre. The Proponent is to provide a clear overview of the hosted environment (Data security, backup, redundancy, and capacity).
- ✓ *The system must be able to submit in real time, basic vehicle and parking ticket data to both vehicle and parking modules within the Sungard OSSI Public Safety records management system currently in use by the police department.*

Up loading and off-loading of data

- ✓ At the commencement of each shift the mobile LPR unit shall connect to the back office computer and wirelessly, or through a thumb-drive, download updated lists of wanted vehicles and permit holders.
- ✓ At the end of each patrol shift the mobile LPR unit shall connect with the back-office and offload all record information from that day's activity including:
 - Complete record information for each wanted vehicle detected - including license plate number, location, date/time, and associated images.
 - Complete record information for each enforced overtime violation – including license plate numbers, date/times, locations, and images.
 - Wheel images for each vehicle found in violation of overtime parking ordinances.
 - System usage and route management data.

Back Office Software

A complete back-office management and reporting system must be provided that includes:

Evidence Review

- ✓ For all parking-enforcement violations (either enforced or rejected), a supervisor shall be able to review all pertinent data (including images), and print out a summary or export/email to a PDF, CSV file or Excel spreadsheet that can be used as evidence to substantiate an infraction.

Route Management

- ✓ The system shall be outfitted with route management software that enables supervisors to replay the actual route the vehicle was driven during each shift and display unique management optimize deployment such that performance is maximized.

Reports

- ✓ The system shall automatically provide management and performance reports.
- ✓ Specifically, the system automatically generates the following information in an accessible Excel spreadsheet format:
 - ✓ The number of license plate reads on a hourly basis
 - ✓ Unit stop and shutdown statistics
 - ✓ The type and number of overtime citations issued
 - ✓ The number of wanted vehicle matches, including enforced and not enforced hits.

System configuration

- ✓ The back office shall provide the capability to easily define, configure and manage
 - Hot lists
 - Permit rules and lists
 - Time limit rules

Software management

The back office system shall support centralized management and updating of the vehicular software

- In vehicle application software
- LPR firmware

Ticketing software Integration

- ✓ Ticketing software must run on the in vehicle laptop.
- ✓ The mobile LPR system must be able to transfer infraction related data and images to the ticketing software application in real-time.

Demonstrated ability to deliver:

- ✓ Quoteders must provide a minimum of three (3) current client references where similar systems are currently deployed and have been operational for a minimum of twelve (12) months.
- ✓ Qualified vendor must have a minimum of two (2) years' experience in the parking enforcement environment for overtime, scofflaw and permits.

ATTACHMENT "B"

INVESTING IN IRAN

Additional Contract Clause Attachment

No Investment in Iran. As required by IC 5-22-16.5-13, the Contractor hereby certifies that the Contractor is not engaged in investment activities in Iran.

[Contractor Name, Printed]

Signed: _____

Printed Name: _____

Title: _____

Date: _____

ATTACHMENT "C"

SUBMITTAL FORMS

NON-FINANCIAL & FINANCIAL QUOTES FORMAT

For the quotes to be considered, one (1) original marked "Original", and two (6) copies; plus one (1) compact disk containing a PDF file of the quotes must be **received by West Lafayette Clerk-Treasurer's office by 8:30 a.m., local time, on Tuesday, August 19th, 2014.**

Contractors must include the following information in their quotes and shall use the following format when compiling their responses. Sections shall be labeled; pages shall be sequentially numbered at the bottom of the page.

Title Page: Title Page shall show the request for quotes' subject, title and the firm's name; the name, address and telephone number of a contact person; and the date of the quotes.

Letter of Transmittal: The response shall contain a cover letter signed by a person who is authorized to commit the Contractor to perform the work included in the quotes, and should identify all materials and enclosures being forwarded in response to the RFQ.

Executive Summary: The purpose of the Executive Summary is for the Contractor to provide a high-level description of the Contractor's ability to meet the requirements of the RFQ.

General Information: Brief discussion about Contractor's business history and current purpose/function in the marketplace, age of the firm. Contractor should discuss the firm's success rate for similar municipal government clients. Contractor should also discuss successful, value-added customer parking products, installation, and services.

Technical Quotes: Contractor's business plan to meet the technical requirements of the RFQ must be included in this section. Outline the specific products and services to be provided for the parking facility. Describe clearly and concisely the products and installation that you will perform. Develop a chart showing the overall sequence of events and time frame for the installation that clearly indicates the start and completion of all events necessary to accomplish the scope of this project. Show the organization chart as it relates to the installation and service, identifying the key personnel who will be responsible for each part. Describe how the organizational structure will ensure timely, orderly and response communications, distribution of information, effective coordination of activities and accountability.

Cost Breakdown: Itemize a breakdown of the costs to provide the products, installation, and services listed in the quotes.

Investment in Iran Certification: A certification in a form similar to the form set forth as Attachment "D" stating the Contractor does not engage in investment activities in Iran.

Attachments: Additional information, which the Contractor feels will assist in the evaluation, should be included.

REFERENCES

Contractor shall provide a minimum of three current references, for municipal parking programs of similar size and operation.

1. Company/Agency Name:

Contact Name and Title:

Address:

Phone Number:

Duration of contract, scope of contract:

2. Company/Agency Name:

Contact Name and Title:

Address:

Phone Number:

Duration of contract, scope of contract:

3. Company/Agency Name:

Contact Name and Title:

Address:

Phone Number:

Duration of contract, scope of contract:

SIGNATURE PAGE

The undersigned Contractor, having examined these documents and having full knowledge of the condition under which the work described herein must be performed, hereby proposed that she/he will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth; and that she/he will furnish all required products/installation/services and pay all incidental costs in strict conformity with these documents, for the stated prices as payment in full.

Submitting Firm:

Address:

City:

State:

Zip:

Authorized Signature:

Authorized Representative (print):

Title:

Date:

Phone # () _____ Fax # () _____

EXCEPTIONS/DEVIATIONS to this RFQ shall be taken below. If adequate space is not provided for exceptions/deviations, please use a separate sheet of paper. If your company has no exceptions/deviations, please write "No Exceptions" in the space below.

FIRM PRICING

Offered prices shall remain firm for a minimum of 120 days after the due date of this solicitation unless otherwise indicated. Accepted prices shall remain firm for the duration of the contract unless mutually agreed.

**CITY OF WEST LAFAYETTE
NON-COLLUSION AFFIRMATION**

STATE OF INDIANA

COUNTY OF: _____ } **SS:**

The undersigned offeror or agent, duly swears, under penalties for perjury, that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

Offeror (Firm)

Signature of Offeror or Agent

Before me, a Notary Public in and for said County and State personally appeared,
_____, who acknowledged the truth of the
statements in the foregoing affirmation on this _____ day of _____, 20 ____.

My Commission Expires:

(written)

Notary Public

(printed)

County of Residence: _____